



ENVIRONMENT AND HERITAGE COMMITTEE

Members of the Environment and Heritage Committee

are summoned to attend a Meeting at 7.30pm on

Tuesday 22 November 2022

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD

to transact the business shown in the agenda.

Mark Squire
Town Clerk

15 November 2022

Councillor C C Pond (Chairman)
Councillor C P Pond (Vice Chairman)

Councillors

P Beales
K Valentine

B Cohen
G Wiskin

S Fontenelle

Note to Councillors:

If you are unable to attend the meeting,
please email your apologies to the office contact@loughton-tc.gov.uk

A G E N D A

- 1 Apologies**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 29 September 2022.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.
- 6 Heritage Plaques – Min EH 129**
The requests for a blue plaque for Charles Frederick Clark (1876-1945), Industrialist and Philanthropist, and also for Diana Kennedy (1923-2022), Mexicanist, are in progress.

To receive and note.
- 7 Allotments**
Willingale Road Allotments Report

Maintenance work
The sum of £550 was paid to remove waste from plot 27 and some other nearby plots. This project has made a significant difference to that end of the site and plot 27 is now being cultivated.

Current Situation
Rents have been received for all plot holders except for four tenants, who are still being followed up.

During October, the Council received reports from a number of tenants advising that trespassers had been sighted on the allotments and produce had been stolen and damaged. They were advised to report any incidents to Essex Police.

The East of England Probation Service have been working on the allotments periodically throughout October with small groups cutting back overgrown areas and paths. This partnership is proving very beneficial to both parties.

There is currently one half plot vacant, 26 people are on the waiting list and viewings are taking place.

D Taylor – Allotment Officer 11/11/22

To receive and note

- 8 Signage**
- 8.1 Signage to the Forest from Loughton Station / Town Centre – Min no EH 131.1**
The Epping Forest Heritage Trust have completed a comprehensive application for approval for the ‘direction roundels’ and interpretation board to Essex County Council (ECC). The Town Clerk and Services Manager are attending to the residual signage requirements.
- The Town Clerk will provide a further update.
- To receive and note
- 8.2 Broadway Noticeboard - Min no EH 131.2**
In view of the longevity of obtaining legal approval to put up the sign outside the ‘Superdrug’ store, members may wish to reconsider an alternative site for the noticeboard.
- 8.3 Alleyway Project – Min no EH 132.3**
The Town Clerk is awaiting administrative approval from Essex County Council, Highways.
- To receive and note.
- 9 Request from Epping Forest District Council’s (EFDC) - The Broadway Loughton (Debden) Planters - Min no EH 132.1**
The Town Clerk and Services Manager have agreed to meet Duncan Haslam, Economic Development Officer, Epping Forest District Council in early December 2022 for an update on this project.
- To receive and note.
- 10 Request for Salt Bin at the top of Smarts Lane, Loughton – Min no EH 133.1**
Essex County Councillor Marshall Vance has provided an update. He informs that this application is in the Local Highways Panel system and is awaiting funding.
- To receive and note.
- 11 Loughton Cemetery fees**
To set fees for 2023/24 (see report page 5)
- Members to review.
- 12 Loughton Day – Min no EH 135.1**
Saturday 16 September has been earmarked for Loughton Day 2023.
- To receive and note.
- 13 Loughton Remembrance Service and Parade**
This year’s Remembrance Parade and Service, held on 13 November 2022 at the War Memorial on Kings Green, attracted large crowds to pay their respects. Council staff and Councillors are thanked for their assistance on the day, which contributed to a very successful event. Loughton Town Council (LTC) is also grateful for the support provided, in large numbers, by Essex Police this year.

The two minutes silence and reading, conducted by the Town Mayor at 11am on Friday 11 November 2022 at Kings Green was similarly well attended. It was pleasing to see children from Staples Road School and Chrysalis Nursery School in attendance together with a member of the British Legion.

To receive and note

14 Light up a life

The annual Light up a Life service, in aid of St Clare Hospice, will be held at Kings Green on Saturday 26 November 2022 at 4.30pm onwards.

To receive and note.

15 Chigwell Lane Bench – Min no EH 136.2

Enquiries with ECC Highways have been made to install a bench on the verge adjacent to the footway.

To receive and note.

16 Town Council Van

Progress on replacing the Town Council van has already been discussed at the Recreation Committee on 2 November 2022, to some extent, Min no RC160 refers.

The Town Clerk and Services Manager have conducted further due diligence and conclude that LTC is very restricted on the type of van available on a tight budget. Generally speaking

- There is a waiting list of up to 18 months to 2 years to order a new electric van that are very expensive.
- Supplies of used vans that are suitable for our purpose are virtually non-existent.
- In particular used hybrid vans are very scarce
- Leasing and Finance deals presented so far are prohibitive.

The current preference is to buy an LDV V80 electric van 2020, with little mileage on the clock, at a cost of c £25 K. We have £12k in earmarked funds and the balance would need to be funded out of general reserves.

The Town Clerk and Services Manager will provide further background information and an update.

Members to review.

**17 Financial Position
Current Financial Position**

The current financial position is attached together with details of the funds available from earmarked reserves.

(See pages 6 – 7)

18 Estimates 2023/24

18.1 Committee Priorities (see page 8)

18.2 Estimates 2023/24 (see pages 9 - 11)

Members to review.

Please note that due to the economic difficulties currently experienced nationally, budget setting this year will be particularly onerous. It is highly likely that an

additional budget meeting between Committee Chairmen will be needed in December 2022 to further consider the budget requirements.

19 Environmental Issues

This agenda item provides an opportunity for the Committee to discuss concerns and improve the ambience and environment of Loughton by tackling adverse factors and promoting positive ones.

The methodology agreed is as follows:

Councillors should send to the Town Clerk at least 14 days before the meeting a statement of what the eyesore is, its exact location, its ownership, if known, and the desired course of action. Members would discuss the matter, come to a conclusion, and then the Clerk would write to the responsible body outlining what the Town Council would like to see done. If no action were taken, the matter could be publicised and revisited at a subsequent meeting.

20 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Mark Squire
TOWN CLERK
15 November 2022

Agenda Item 11

Fees Report

The Committee is asked to agree the rate of increase to be applied to the following fees and charges:

- 1 Cemetery
- 2 Licence for vehicle access to Roding Road allotment site

Notes:

- Allotment rents – the required 12 months' notice has already been issued to tenants at the Willingale Road site that rent for a full-sized plot with effect from September 2022 will be £48 per annum (see Min no EH 107.1.2).
- Radar keys for access to accessible toilets are sold at cost.
- No fee is charged for licences for pedestrian access on to the Roding Road Allotments.
- The Recreation Committee has agreed to increase the fees under its control by 7%.

Conclusion

The current level of fees and charges may be viewed on the LTC website under Documents, Forms and Policies section, or a paper copy can be made available on request from the Council office.

We historically base our hire increases on Retail Price Index (RPI) increases. However in the difficult economic conditions, inflation is currently running at over 10 % and RPI at 12.6 %

Bearing in mind the difficult economic conditions for residents and pressure on LTC budgets :-

Comparison fees at other Councils and hirers have been compared with LTC's charges and LTC's are generally in line or lower.

Recommend

- i. Increases of 7% (exception of grave digging of 4ft 6 inches to be 10%)
- ii. Rounding up to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

Comparison fees at other Councils and hirers have been compared with LTC's charges and LTC's are generally in line or lower.

MS 11.11.22

Agenda Item 17 Financial Position
Current Financial Position

Summary Income & Expenditure by Budget Heading 31/09/2022

Month No: 6

Environment & Heritage Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Environment & Heritage							
Christmas Best Dressed Window	Expenditure	0	0	350	350	350	0%
Cemetery (Church Lane) (1)	Expenditure	77,658	19,378	70,270	50,892	50,892	27.6%
	Income	21,472	16,945	14,250	-2,695		118.9%
Street Furniture	Expenditure	28,345	16,014	32,965	16,951	16,951	48.6%
Allotments	Expenditure	6,163	2,112	10,420	8,308	8,308	20.3%
	Income	4,300	2,423	3,630	1,208		66.7%
Lady Whitakers Mead (2)	Expenditure	1,700	1,640	800	-840	-840	205.0%
Other Services	Expenditure	0	1,231	4,200	2,969	2,969	29.3%
Service Re-charge (3)	Expenditure	99,000	0	99,000	0	0	0.0%

INCOME – EXPENDITURE TOTALS

Environment and Heritage Expenditure	212,866	40,375	218,005	177,630	177,630	18.5%
Income	<u>25,772</u>	<u>19,368</u>	<u>17,880</u>	<u>-1,488</u>		108.3%
Net Expenditure over Income	<u>187,093</u>	<u>21,008</u>	<u>200,125</u>	<u>179,117</u>		

Notes:

- 1) The budget includes earmarked funds for wall repairs.
- 2) Lady Whitakers Mead expenditure was for necessary tree works.
- 3) Service re-charge for 2022/23 is £99,000 which is deducted at the end of March 2023

Agenda Item 17
Financial Position
Current Financial Position

Earmarked Reserves

A summary of the Committee's reserves showing the amounts available from reserves as at 30/09/2022 is provided below:

Environment & Heritage Committee	30/09/2022
Street furniture	3,000
Christmas lights	600
Cemetery	17,292
Cemetery plot maintenance endowment (restricted fund)	8,262
Lady Whitaker's Mead	10,000
Total	39,154

Agenda item 18 – Estimates 2023/24
18.1 Committee Priorities

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2022/23		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Loughton Day / Heritage Open Days	September events + heritage trail/leaflets – 2023
High	Loughton Cemetery Wall	To commence
High	Registration of Village Greens	Applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Liaison with City of London Corporation	All aspects re Epping Forest including route signage
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Flower baskets	Extension to North part of Loughton,
Medium	Heritage streetlights**	On LHP action list
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
High	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

LOUGHTON TOWN COUNCIL BUDGET

2023.24

ENVIRONMENT & HERITAGE COMMITTEE	2021/2022 BUDGET EXPENSE	2021 /2022 ACTUAL EXPENSE	2021/2022 BUDGET INCOME	2021/2022 ACTUAL INCOME	2022/2023 BUDGET EXPENSE	2022/2023 YTD 21.10.22 EXPENSE	2022/2023 PROJECTED 31.3.23	2022/2023 BUDGET INCOME	2022/2023 YTD 21.10.22 INCOME	2022/2023 PROJECTED 31.3.23	2023/24 EXPENSE	2023/24 INCOME
Christmas Best Dressed Window												
Christmas windows prizes	300	£0			£300	£0	£300					
Christmas windows other costs	£50	£0			£50	£0	£50					
Christmas windows prizes/other costs											£350	
Sub total	£350	£0	£0	£0	£350	£0	£350	£0	£0	£0	£350	£0
Cemetery (Church Lane)												
Purchase Exclusive Rights of Burial			£3,000	£9,061				£4,200	£4,318	£5,200		£5,200
Interment			£6,000	£8,809				£6,100	£10,391	£11,000		£6,700
Memorial fee			£1,100	£1,402				£1,150	£460	£850		£935
Transfer / assignment			£2,800	£2,200				£2,800	£1,776	£2,200		£2,420
Salaries	£15,000	£14,654			£15,500	£7,478	£17,600				£17,500	
Tax and National Insurance	£8,000	£7,153			£7,600	£3,683	£8,000				£8,000	
Pensions	£6,200	£5,642			£6,600	£2,889	£6,500				£6,500	
Staff travel	£100	£0			£100	£0	£50				£50	
Phones	£100	£77			£100	£16	£60				£100	
General Expenses	£110	£106			£110	£0	£110				£110	
Water	£1,200	£1,279			£1,600	£223	£1,000				£1,600	
Electricity	£510	£625			£600	£53	£800				£1,875	
Insurance -specific allocation	£160	£0			£160	£0	£0				£0	
Building Maintenance	£2,000	£23,571			£2,000	£70	£2,000				£2,200	
Supplies	£800	£719			£800	£89	£700				£800	
Ground maintenance - contract	£14,400	£14,000			£14,800	£0	£14,800				£16,300	
Other works	£10,000	£4,480			£10,000	£2,956	£5,000				£10,000	
Refuse collection	£2,500	£4,001			£3,300	£1,492	£3,300				£3,630	
Grave digging	£2,000	£1,350			£2,000	£430	£1,800				£2,000	
Memorial testing	£5,000	£0			£5,000	£0	£0				£5,000	
OEW contract related		£0										
Sub total	£68,080	£77,658	£12,900	£21,472	£70,270	£19,379	£61,720	£14,250	£16,945	£19,250	£75,665	£15,255

ENVIRONMENT & HERITAGE COMMITTEE	2021/2022 BUDGET EXPENSE	201/2022 ACTUAL EXPENSE	2021/2022 BUDGET INCOME	2021/2022 ACTUAL INCOME	2022/2023 BUDGET EXPENSE	2022/2023 YTD 21.10.22 EXPENSE	2022/2023 PROJECTED 31.3.23	2022/2023 BUDGET INCOME	2022/2023 YTD 21.10.22 INCOME	2022/2023 PROJECTED 31.3.23	2023/24 EXPENSE	2023/24 INCOME
Street Furniture												
Insurance - specific allocation	£82	£0			£85	£0	£0				£0	
Christmas lights - maintenance	£1,550	£335			£1,600	£0	£1,600				£1,760	
Christmas lights - electricity	£250	£183			£300	£29	£550				£550	
Christmas lights - enhancement	£16,000	£14,800			£16,000	£6,325	£16,000				£16,000	
Hanging baskets	£7,700	£6,989			£7,900	£3,960	£7,900				£8,700	
War memorial maintenance	£1,000	£70			£1,000	£0	£1,000				£1,000	
Bus shelters	£500	£0			£500	£0	£500				£500	
Lopping Hall clock annual maintenance	£175	£628			£180	£1,664	£1,664				£250	
Heritage plaques/panels	£1,000	£1,111			£1,000	£0	£1,000				£1,000	
Fountain	£1,000	£0			£1,000	£0	£1,000				£1,000	
Other works	£1,000	£3,667			£1,000	£0	£500				£1,000	
Seats	£500	£65			£500	£0	£500				£500	
Alley way names	£500	£498			£500	£0	£500				£500	
Salt/grit bins	£400	£0			£400	£0	£400				£400	
Community toilet schemes	£1,000	£0									£0	
Pedestrian signage		£0			£1,000	£0	£1,000				£1,000	
Sub Total	£32,657	£28,345	£0	£0	£32,965	£11,978	£34,114	£0	£0	£0	£34,160	£0

ENVIRONMENT & HERITAGE COMMITTEE	2021/2022 BUDGET EXPENSE	2021/2022 ACTUAL EXPENSE	2021/2022 BUDGET INCOME	2021/2022 ACTUAL INCOME	2022/2023 BUDGET EXPENSE	2022/2023 YTD 21.10.22 EXPENSE	2022/2023 PROJECTED 31.3.23	2022/2023 BUDGET INCOME	2022/2023 YTD 21.10.22 INCOME	2022/2023 PROJECTED 31.3.23	2023/24 EXPENSE	2023/24 INCOME
Allotments												
General Income												
Licence fees			£430	£250				£430	£0	£430		£430
Allotment rents			£2,830	£4,050				£3,200	£2,423	£2,800		£3,000
Water	£550	£601			£580	£433	£600				£660	
Electricity	£150	£175			£200	£89	£220				£525	
Insurance - specific allocation	£140	£0			£140	£0	£0				£0	
Pyrles Lane allots - works	£500	£0			£500	£0	£500				£500	
Willingale Road allots- works	£3,000	£5,387			£3,000	£1,171	£3,000				£2,000	
All allotments	£3,000	£0			£3,000	£120	£1,000				£2,000	
Roding allotment works	£3,000	£0			£3,000	£0	£1,000				£2,000	
Sub Total	£10,340	£6,163	£3,260	£4,300	£10,420	£1,813	£6,320	£3,630	£2,423	£3,230	£7,685	£3,430
Lady Whittakers Mead (Loughton Lane)												
Other works	£600	£0	£0	£0	£800	£1,640	£1,640				£880	
Sub Total	£600	£0	£0	£0	£800	£1,640	£1,640	£0	£0	£0	£880	£0
Other Services												
Contingency	£1,000	£0			£1,000	£0	£500				£1,000	
Heritage Trail	£1,800	£0			£1,800	£0	£1,800				£1,800	
Wombles Litter Picking	£100	£0			£100	£0	£100				£100	
Loughton Day	£1,000	£0			£1,200	£1,050	£1,050				£1,320	
Horticultural Show	£200	£0			£200	£1	£1				£200	
Sub Total	£4,100	£0	£0	£0	£4,300	£1,051	£3,451	£0	£0	£0	£4,420	£0
Service Recharge	£98,000	£99,000			£99,000	£0	£99,000				£101,000	
Sub total	£98,000	£99,000	£0	£0	£99,000	£0	£99,000	£0	£0	£0	£101,000	£0
TOTALS	£214,127	£211,166	£16,160	£25,772	£218,105	£35,861	£206,595	£17,880	£19,368	£22,480	£224,160	£18,685

ENVIRONMENT & HERITAGE COMMITTEE - EARMARKED FUNDS

	1.4.22	Less	Additions	31.3.23
Street furniture	£3,000			£3,000
Christmas lights	£600			£600
Cemetery	£17,292			£17,292
Cemetery plot maintenance endowment(restrictedfund)	£8,262			£8,262
Lady Whitaker's Mead/new cemetery	£10,000			£10,000
TOTAL	£39,154			£39,154